

# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Report of the meeting held on Thursday, 23 October 2014 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

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**Present:**

Cllr. I Forbes <b>Chairman</b>	Cllr D Onslow
Cllr. J Gurney <b>Vice-chairman</b>	Cllr. M Wilkes
Cllr. L Willis	Cllr. S Herron
Cllr. K Wood	Cllr. J Herschel

**Also present:** Cllr D Johncock and Mr S Herbert

### 1. Apologies for absence

Apologies for absence were received from Cllr C Dodds (holiday)

### 2. Declarations of members' interests in agenda items

Declarations of interest were received from Cllr Willis who declared a personal interest in item 17, a cheque for expenses and Cllr Wood who declared a personal interest in item 11 being the chairman in receipt of an allowance.

### 3. Year End Accounts

Members were asked to note that there was no public interest in the year end accounts. The comments made by the external auditor were also noted. The issue of not sending relevant paperwork was explained as the auditors had required more than originally requested, also the asset value would now remain the same unless an item had been sold or added to the asset register.

Thanks to the Clerk was noted for the work on the year end accounts.

### 4. Staff Matters

#### 4.1 Terms and Conditions

Members were asked to note that the new contracts had been sent out since the last committee meeting.

It was noted that there had been no material changes to the original draft contracts.

### 5. Policies and Procedures

#### 5.1 Financial Regulations

Members were asked to note that no further progress has been made on the draft Financial Regulations, as a further updated Model Financial Regulations document had been sent out from NALC on Tuesday 7 October.

Work would continue on the Financial Regulations and a new draft for consideration would be taken to the committee meeting in March 2015.

### 6. Health & Safety

Members were asked to note that there had been no accidents or near misses since the last committee meeting in June 2014.

A report of staff sickness absence was given and this would be further discussed at a Staff Panel.

### 7. Legal

#### 7.1 Green Dragon

Members were asked to consider the proposed lease changes for Green Dragon Sports Ground.

Following a discussion it was agreed that a draft lease should be drawn up for further consideration with the following included;

- term of 5 years (possibly a yearly rolling lease up to 5 years);
- a discount that could be applied for on receipt of information relating to community benefit (local children);
- rent to be increased by inflation on a yearly basis with a bi-yearly review;
- Chepping Wycombe Parish Council would still have some control over use of the site;
- to include Summer use for cricket (naming the Wycombe Cricket Club) on the proviso that local children would be encouraged to join;
- any sub-letting to remain with Chepping Wycombe Parish Council's permission and 40% of any hiring charge.

Following a walk round the site by Cllr Wilkes it had been pointed out to the Sports Club that many maintenance items remained outstanding, broken refrigerator behind the pavilion, cricket side screens broken, manhole cover broken and guttering broken.

***It was RESOLVED that;***

***The Clerk send a letter to formalise the request for the outstanding maintenance items to be rectified.***

### **7.2 Land Registration**

Members were asked to note the successful registration of council owned land, this included all the properties from the first and second tranche collated by Mrs Denise Herschel on behalf of the parish council. There was a query still outstanding on the piece of land at Orchard Green however this was being followed up.

Thanks to Mrs Herschel was noted for all the work the land registration had entailed.

### **7.3 Byelaws**

Members were asked to recommend the draft Byelaws for endorsement at the next full Council meeting on 4 November 2014.

Cllr Herschel highlighted Part 5 as being a point for further consideration relating to fishing at Widmer Pond. The use of a designated fishing area could be the solution.

Once endorsed by Council the Byelaws would have to be made public via press and website giving a 4 week window for public consultation, after which they would be sent to the Secretary of State for consideration.

***It was RESOLVED that;***

***The Byelaws be recommended for endorsement at the next full Council meeting on 4 November.***

### **7.4 Tenancy Agreement**

Members were asked to note that some research had started on the new tenancy agreement for the wardens house.

### **7.5 Magpie Wood**

Members were asked to note that the draft contract contained a clause where in the event that a planning permission being granted for any residential or commercial development on all or any part of the property on or before the 31st January 2043, the parish council would become liable to the vendor for 50% of the net uplift on the development value. Confirmation was required to be given to the solicitor that the parish council does not intend to apply for residential or commercial development.

In light of the above members were asked to consider the draft contract.

**It was RESOLVED that;**

**No planning permission would be sought on the woodland and that the Parish Council would proceed with the purchase.**

**8. Neighbourhood Action Group Feedback**

Members were asked to receive a short update from one of the committee's NAG representatives on issues affecting the council.

Cllr Onslow advised that at the last NAG meeting it had been agreed to release the funds for the next two Mobile Vehicle Activated Signs, two hinged posts and one laptop.

A request was made for the minutes of the NAG meetings to be circulated to all members.

**9. Grants**

Members were asked to consider an application received from the Flackwell Heath Community Association for a grant of £1,000 towards the cost of replacement stage curtains at the Flackwell Heath Community Centre.

Members were asked to note that in this financial year, 2014/15, there had been no other applications made to date.

***It was RESOLVED that;***

***The grant request for £1,000 be approved***

**10. Publicity**

Members were asked to note that the newsletter had been printed and would be ready for circulation week beginning 20 October. A copy is available on our website under the heading Announcements.

**11. Fees & Charges for 2015/16**

Members were asked to recommend the Fees and Charges for 2015/16 for approval at the next full Council meeting.

***It was RESOLVED that;***

***The Fees and Charges for 2015/16 be recommended for approval at the full Council meeting on 4 November.***

**12. Calendar of Meetings Dates for 2015/16**

Members were asked to consider the schedule of meeting dates for 2015/16.

***It was RESOLVED that;***

***The calendar of meeting dates for 2015/16 be approved and circulated.***

**13. Internal Auditor**

Members were asked to note that the internal auditor, Mr Don Timms, attended the office and undertook the internal audit on Monday, 16 June 2014. His report highlighted a lack of work on the Risk Register.

The Risk Register continues to be reviewed as per agenda item 15.

**14. Earmarked Reserve Review & Financial overview**

Members were asked to note that a review of the vehicle Earmarked Reserves had been undertaken by the Chairman of the Works, Services & Planning committee and the Clerk.

Members were asked to consider a recommendation to close down the tractor EMR freeing £16,363 and reduce the small ride on mower EMR as it had been replaced this year.

Members were asked to note the current position of the council's income and expenditure at month 6.

Members were advised that the Clerk should have the account on the SAGE software by early December. Omega and SAGE will be run in tandem as a double check.

#### **15. Risk Register**

Following on from the last committee meeting in June when members were asked to review risks 1-3, members were asked to review risk numbered 5, 7, 10 and 15 from the council's current Risk Register.

Risk 5: Likelihood to be changed to H and severity was felt to be overstated so downgraded to M

Risk 7: Likelihood to be changed to L and severity to remain H

Risk 10: Likelihood to change to L and severity to be downgraded to M

Risk 15: Likelihood to change to L and severity to remain H

The Clerk was asked to look at the criteria of Risk 5 and this was now the Power of General Competence. Risk 10 was now to include Agendas.

#### **16. Questions from council members and the public**

There were no questions from council members.

Mr Herbert mentioned the land registration issue at Orchard Green and Cllr Herschel advised that the parish council had adopted the land some years ago.

#### **17. Accounts for Payment**

The accounts were circulated for consideration.

*It was RESOLVED that;*

*the accounts for payment be approved and cheques numbered 8371 to 8383 be signed and that direct debits to GE Stevens and SSE be approved for payment.*

The chairman of the committee thanked the members present for their attendance and the meeting closed at 9.27pm

**Date and Time of Next Meeting: Thursday, 8 January 2014 at 7.30pm**